

ADMINISTRATIVE MEMO NO. 3A

October 15, 1942

Paragraph A. of Administrative Memo No. 3 is amended to read as follows:

A. Personnel: All matters of personnel involving change, promotion, or suggestion of resignation are reported to and, in the formal sense, handled through the overhead offices. The personnel records, leave of absence and other operating matters are in charge of Mr. Moore. The permanent personnel file is in Mr. Moore's office. In many cases active personnel files for applicants under consideration are kept in the office of Mr. Graves or Dr. Watson, but these are always more or less on loan from the permanent file, which is to be kept in one place. New appointments and promotions to major positions (Junior Professional Assistants and positions over \$2600) are referred to Mr. Moore and to Mr. Graves. These positions will also be referred by Mr. Graves to Mr. Leigh. Heads of divisions and sections, in cases of major appointments, will also, in most cases, discuss them with Mr. Leigh.

All Proposals for new appointments to be acted upon by the Commission must be in the hands of Mr. Moore by Tuesday at 1:00 p.m., one week before the Commission meets to act upon them.

No appointments of non-citizens shall be made where they are not absolutely indispensable or irreplaceable. All such suggested appointments will be discussed with Mr. Leigh.

Robert D. Leigh  
Director  
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